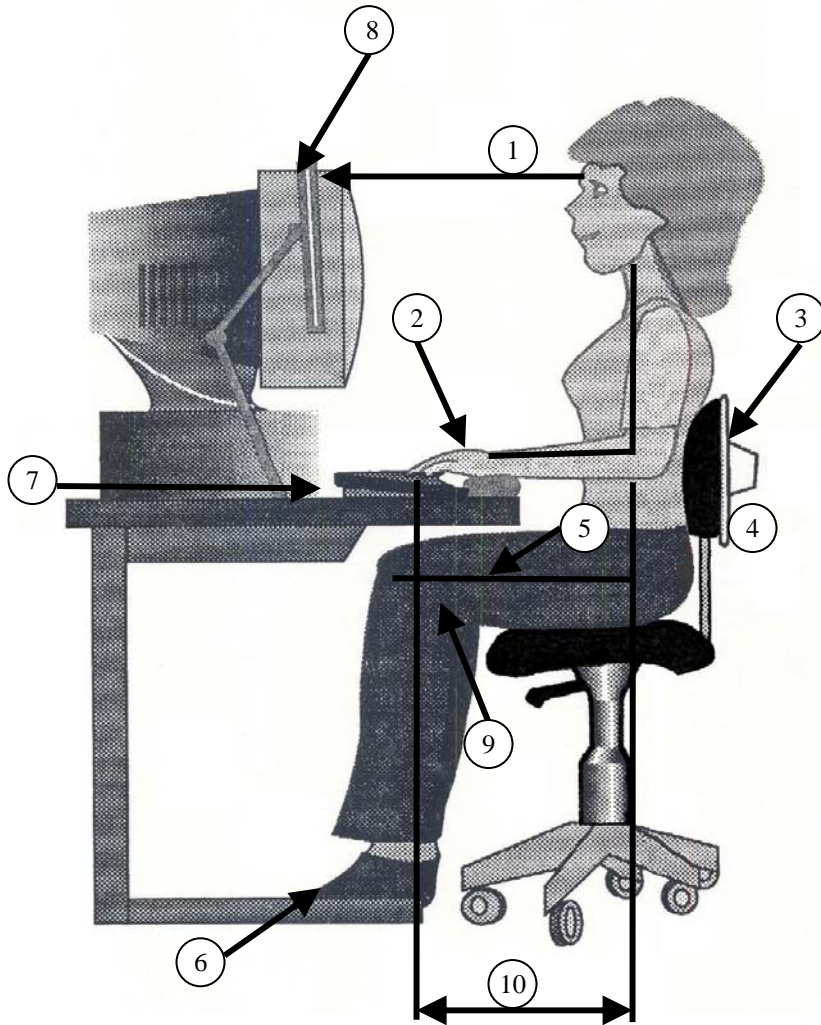


Your workstation and you



1. Top of monitor should be placed at eye level (lower for bifocal wearers) and eyes should be 16-30 inches or arms length away from the screen.

2. Wrists should be kept straight and forearms parallel to the floor. **DO NOT REST WRISTS ON DESK EDGE!** Use wrist rest.

3. Seat back should be positioned to support the inward curve of your spine.

4. Adjust the table and chair height to fit your posture correctly.

5. Thighs should be parallel to the floor with ample legroom under work surface.

6. Feet should be flat on the floor. (use foot rest if needed)

7. Position keyboard at elbow height to keep hands and forearms straight and level and wrists in neutral position.

8. Document holders should be placed close to the monitor and located the same distance from the eyes as the monitor and at the same height.

9. Back of knees should be 2 -4 inches from front of chair.

10. Distance from home row of keyboard to floor and tip of elbows to floor should be the same.

11. Headset should be used if job requires significant telephone use.

12. Keep mouse close to keyboard and use mouse pad.

13. Take a break at least every 30 minutes and use stretching exercises.